

NATIONAL LIBRARY

OF

MEDICINE

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SERVICES

U. S. DEPARTMENT OF  
HEALTH, EDUCATION, AND WELFARE  
Public Health Service

7th Street & Independence Ave., S. W.  
Washington 25, D. C.  
July 1957

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## NATIONAL LIBRARY OF MEDICINE

One of the aims of the National Library of Medicine is to make its resources available to all workers who may have a need for them. In fulfilling this aim the National Library of Medicine considers that its main role should be to supplement the resources of local and regional libraries.

### The Library is Open to the Public

Monday through Friday	8:30 a.m. to 9 p.m.
Saturday	8:30 a.m. to 5 p.m.
Sunday	Closed

Special hours of opening during the summer and on holidays.

### WHAT MAY BE BORROWED

All printed literature in the Library's collection is available for loan, with the exception of ordinary, current, in-trade publications where the presumption of wide-spread accessibility elsewhere is reasonable. In the case of material in the History of Medicine Division, requests will be examined individually.

### WHO MAY BORROW

The National Library of Medicine will loan material only to other libraries. Individuals

coming to the Library must use the material on the premises. For qualified researchers undertaking long-term bibliographical projects at the Library, study tables in the stacks will be made available, insofar as facilities permit, on application to the Head of the Circulation Section.

### FORM OF LOANS

Material in the Library will be loaned in the original form or as photoduplicates (microfilm or photoprints). The National Library of Medicine reserves the right to determine in which form the loan will be made, taking into consideration costs of photocopying, copyright restrictions, rarity of the item requested, its physical condition, the frequency of use of the item, shipping costs, and any other points which seem pertinent. While loan service is international, normally loans to libraries outside the Continental United States will be made in the form of photocopies only.

### PROCEDURES FOR BORROWING

1. Requests for interlibrary loans are to be made in writing, using either the ALA Interlibrary Loan Form or the NLM Interlibrary Loan Form, available without charge from the Circulation Section, National Library of Medicine. All requests must be signed, and the signature shall be understood to be certification that the material requested is not available in the requesting library.

2. Requests for loans should contain full bibliographical information. For books, this consists of full name of author, title, place, publisher, and date of publication. When feasi-

ble, the NLM call number should be given. A request for an article should show the name of the journal, date of issue, volume number, author, and title of the article, and the pages ( inclusive numbering) on which the article appears.

3. Loans of original works are made on condition that the greatest care be taken in packing and transmitting material for return to the National Library of Medicine. Among other precautions, the corners and edges of books must be well protected; unbound material should not be rolled but should be sent flat, preferably by mail. All returns must be adequately insured. Original material from the History of Medicine Division is to be used within the borrowing library.

4. All material in original form must be returned within four weeks of receipt. Any item may be recalled by the National Library of Medicine at any time. Interlibrary loans in the form of photocopies may be retained by the borrowing library.

5. Loans of non-serial material published prior to 1801 should be requested directly from the History of Medicine Division, National Library of Medicine, 11,000 Euclid Avenue at Adelbert Road, Cleveland 6, Ohio. Microfilm copies of much of this material are available.

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## PHOTOGRAPHIC SERVICES

1. Exclusions. Requests by individuals for

photocopies of books, journals, journal articles, or other printed materials will not be honored as such. The extent of photocopying at the National Library of Medicine is limited to a selected portion of interlibrary loan requests, as explained above.

2. Pictorial Works. Works such as portraits, etchings, and caricatures which are a part of the Library's collection will not usually be loaned outside the Library. Photographic copies of these works can be made; cost estimates for such work will be provided on request.

3. Facsimile and other copying. Whenever facsimile photocopies are required, in positive copy and exact size of the original, or whenever enlarged copies of certain pages may be required, as for exhibit or other purposes, the Library will make such copies available; cost estimates will be provided on request.

4. Text and line drawings. Most requests for photocopying services are for the reproduction of text and line drawings. For this reason the equipment of the laboratory has been designed to handle this material as quickly and as economically as possible. If faithful reproductions of photographs and plates included in a book or journal article are desired, the requestor should indicate his need and special treatment will be given his order.

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#### REFERENCE SERVICE

Reference librarians are available to help



those who come to the Library. Questions which require brief search will be answered by telephone (Executive 3-6300 (Code 176) Extension 4374 or 5369). Bibliographic searches on specific subjects will be undertaken, as the Library's facilities permit, in response to written requests from those who have exhausted the resources of their local libraries. Requests for bibliographic searches may be made by other libraries or by individuals and should state 1) the subject, defined in considerable detail with delineation of any special aspects which are of particular interest; 2) the years to be covered; 3) the languages to be included; and 4) the sources already examined. It is also helpful to the bibliographer to know in detail the purpose for which the bibliography is to be used. Request blanks for the bibliographic services are available. Information about existing bibliographies will also be supplied.

A complete list of bibliographies prepared by the National Library of Medicine is available on request.

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#### TRANSLATORS AND RESEARCH WORKERS

The Library does not provide translation services, but will attempt to locate existing translations or abstracts. It maintains a register of translators and research workers with whom private arrangements can be made. The Library cannot take responsibility for the work of the people on its register, nor is it able to supply information about their charges.

## HISTORY OF MEDICINE DIVISION

The Library's collection of monographs (except theses and pamphlets) published before 1801, together with material relating to them, is located at its History of Medicine Division, 11,000 Euclid Avenue at Adelbert Road, Cleveland 6, Ohio.

Special rules pertain to the use of material in this Division and correspondence on it should be addressed directly to the Division.

All of the materials listed in the CATALOGUE OF INCUNABULA AND MANUSCRIPTS IN THE ARMY MEDICAL LIBRARY, by D.M. Schullian and F. E. Sommer (1950) have been microfilmed. On request microfilm copies will be loaned.

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## ART SECTION

The Art Section of the Library contains portraits, photographs, etchings, and other non-clinical illustrations pertaining to medicine, which may be borrowed under special conditions. Requests for copies of pictures in the Art Section should be submitted directly to the Art Section on photoduplication order forms ( PHS 2700). Glossy black and white prints and lantern slides can be furnished at cost.

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## PUBLICATIONS

(1) THE CURRENT LIST OF MEDICAL LITERATURE is a monthly publication of the Library, which lists the contents of selected scientific journals currently received. A subject and author index is included with each issue, and a semi-annual cumulation of the indexes is also furnished.

Subscriptions to the CURRENT LIST are available through the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D. C. at \$13.50 a year. (Foreign subscriptions at \$17.00 a year.)

(2) The Armed Forces Medical Library CATALOG 1950-1954 (6v), and its annual supplements contain the record of books cataloged by the Library from 1950 to date. Both the basic set and the annual volumes are published in two alphabets, by author and by subject. The 1950-1954 CATALOG is for sale directly from the publishers, J. W. Edwards, Inc., Ann Arbor, Michigan; priced at \$64.00 per set, f.o.b. Ann Arbor.

The 1956 CATALOG is the first to appear as the National Library of Medicine CATALOG. It and the 1955 CATALOG are for sale by the Card Division, Library of Congress, Washington 25, D.C., priced at \$17.50 plus 40 cents postage for each volume.

The AFML CATALOG, 1950-1954, and the succeeding annual volumes, are published as a supplement to the Library of Congress Catalog.

(3) Copies of the Library's multilithed catalog cards for the current year are available as a series only, on subscription from the Card

Division, Library of Congress. The series contains one copy of each card and is priced at one cent per card.

(4) The National Library of Medicine CLASSIFICATION; A Scheme For the Shelf Arrangement of Books in the Field of Medicine and its Related Sciences, 1956. This second edition of the Library's CLASSIFICATION is for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D. C., and is priced at \$2.00 per copy.

(5) CARD CATALOGS: KEYS TO THE LIBRARY'S COLLECTIONS. This descriptive list (15 p) was prepared in 1956 to make the information contained in the collections more accessible. It is distributed free upon request.

(6) The INDEX-CATALOGUE OF THE LIBRARY OF THE SURGEON GENERAL'S OFFICE is a publication of the National Library of Medicine. Fifty-eight volumes have been published since its inception in 1880; the latest and final volume in the traditional form is Volume XI of the Fourth Series covering material indexed under the letters "MH-MN." Volume XI, which appeared in 1955, is available from the Superintendent of Documents, U. S. Government Printing Office, at \$9.00 per copy. In addition, the section on "Military Medicine" and the "Supplementary List of Abbreviations for Serial Publications" in Volume XI have been made available as separate reprints. Copies of the INDEX-CATALOGUE are deposited in many libraries and research institutions throughout the world. A microprint edition of the INDEX-CATALOGUE is offered for sale by Readex Microprint Corporation, 100 Fifth Avenue, New York City, at \$75.00. A monographic Supplementary Series derived from the files of unpublished en-

tries remaining from the INDEX-CATALOGUE, is also in preparation.

(7) The BIBLIOGRAPHY OF MEDICAL REVIEWS is an annual listing, by subject, of recent medical review articles. Volume 2 for 1957, appearing in July 1957, is available through the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

(8) Occasional bibliographies of a comprehensive nature on subjects of current interest are published and distributed free upon request. Among others, PLASMA SUBSTITUTES, and PATHOLOGY AND PHYSIOLOGY OF BURNS, appeared in 1952, GAS GANGRENE ORGANISMS, appeared in 1953. The STRUCTURE, COMPOSITION AND GROWTH OF BONE and SLAVIC MEDICAL BIBLIOGRAPHIES appeared in 1955. An extensive bibliography on CANCER CHEMOTHERAPY, A BIBLIOGRAPHY OF AGENTS appeared in 1956 as a supplement to the journal "Cancer Research."

THE NATIONAL LIBRARY OF MEDICINE  
FORMERLY THE ARMED FORCES MEDICAL  
LIBRARY, IS NOW A PART OF THE PUBLIC  
HEALTH SERVICE, U. S. DEPARTMENT OF  
HEALTH, EDUCATION, AND WELFARE  
FOLLOWING THE ENACTMENT OF PUBLIC LAW  
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Letters requesting information about the Nat-  
ional Library of Medicine and its services should  
be addressed to:

The Director  
National Library of Medicine  
7th Street and Independence Ave., S.W.  
Washington 25, D. C.

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